**INTERVIEW QUESTIONS TEMPLATE**

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| **QUESTION** | **RESPONSE / COMMENTS** |
| **PERSONAL RAPPORT** |   |
| How did you learn of the open position?  |   |
| What attracted you to this career opportunity?  |   |
| How does this opportunity fit your long-term career goals?  |   |
| **EDUCATIONAL BACKGROUND** |   |
| Highest level of education received |   |
| Names of institutions attended and degrees earned |   |
| Do you have any other education or training relevant to the position?  |   |
| **EMPLOYMENT BACKGROUND** |   |
| Current / most recent employer |   |
| Major responsibilities |   |
| Describe experience directly related to the available position: accomplishments, strengths, etc.  |   |
| Describe experience indirectly related to the position: How does this make you a good candidate? |   |
| Favorite aspects of current / most recent position |   |
| Least favorite aspects of the position |   |
| **JOB-SPECIFIC INQUIRIES** |   |
| TIME MANAGEMENT: How do you make decisions when prioritizing tasks? Tell us about an experience where time management was a factor and how you dealt with a tight or fluctuating project timeline. |   |
| TEAMWORK: Do you have experience working alone or as part of a team? How have others been affected by your work? Describe a task or project completed as part of a team – describe your role and any challenges. |   |
| PROBLEM SOLVING: Describe an instance of overcoming a problem and what was learned from this experience. |   |
| EQUIPMENT / TOOLS / SOFTWARE: Are you familiar and comfortable with the resource requirements? Please assess your skill level and describe the most complex work previously completed with these tools. |   |
| WORK SCHEDULE: Are there any restrictions to your working availability? |   |
| SALARY: What are your salary expectations? |   |
| QUESTIONS FOR THE INTERVIEWER: Do you have any questions regarding the company or the available position?  |   |

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